



PROFESSIONAL SERVICES BULLETIN

Submittals for projects
appearing in this
*Professional
Services Bulletin*
are due by
**11:00 a.m.,
February 11, 2010**

The projects from this
bulletin will be
presented at the
**April 13, 2010
Board Meeting.**

NOTICE TO RECIPIENTS:

Please read carefully and follow all rules and instructions in this document.

REMINDER: You are able to access the 255 Form (**REVISED 05/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 01/26/10.

Board Meeting results can be found on CDB's website April 14, 2010.

CDB's Internet Address:
www.cdb.state.il.us

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PROFESSIONAL SERVICES BULLETIN GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
 - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
 - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.
- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.

- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

- **REMINDER: You are able to access the REVISED 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed. The office location must be prequalified either as the home office or branch office. Branch Offices no prequalified will not be accepted.
- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.

- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Submittals received from a branch office that is not prequalified with CDB.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the submittal(s).

SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.

- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process. *Not all firms that submit will be interviewed. The A/E Selection Committee will select 3-5 (typically 4) firms to be invited to participate in the interview process.*
- Results of the selection process are available on CDB's website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
 1. The project type classification.
 2. The scope of basic services required to complete the agreed upon project scope.
 3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
 4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the “Act”), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act, as well as a Fact Sheet about it, may be found on the Illinois Procurement Bulletin, www.purchase.state.il.us.

Public Act 095-0971

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971, effective January 1, 2009, requires that any bidder/vendor be registered with the Board of Elections if 1) the company’s annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company’s annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company’s annual total of State contracts already awarded in a calendar year exceed \$50,000. The Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.

CDB PROJECT NO. 007-010-023
Supreme Court
Renovate the Supreme Court Building
Supreme Court Building - Springfield

CDB PROJECT MANAGER: Gary Kitchen

APPROPRIATED AMOUNT: \$15,955,000
ESTIMATED TOTAL PROJECT COST: \$15,955,000 **INTERVIEW LEVEL**

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$3,250,000

PROJECT FEE CLASSIFICATION: Group I R

The Supreme Court Building (PO100) is a 54,540 square foot, four-story building constructed in 1906.

The scope of work provides for restoring historic building elements, selective remodeling for adaptive re-use and code compliance, removing and replacing HVAC systems and domestic water piping, and replacing fire protection systems. The work also includes replacing main switchgear, panelboards, feeders, lighting, fire alarm devices and wiring, in addition to providing electronic security systems. Additionally, the scope will include but will not be limited to the following work:

- Restore historic murals, tapestries, architectural woodwork and plaster.
- Provide protection for historic artistic elements throughout construction.
- Reconfigure historic skylights suitable for backlighting.
- Provide temperature and humidity controlled compact document storage.
- Modify waste and vent piping and replace plumbing fixtures.
- Replace sprinkler and standpipe systems including replacement of fire pump.
- Selectively replace branch circuits.
- Provide enhanced electronic security.
- To the extent practicable, conceal all building support systems and devices consistent with restoring the building to a historically accurate condition.
- Perform all work in a compressed schedule as defined by court schedules.

The interviews for this project will be scheduled for March 18, 2010.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 039-050-003
Department of Agriculture
Replace Roofing System
Animal Disease Laboratory - Centralia

CDB PROJECT MANAGER: Robert Bauer

APPROPRIATED AMOUNT: \$615,000
ESTIMATED TOTAL PROJECT COST: \$615,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Animal Disease Laboratory (O0300) is a 23,000 square foot, two-story building constructed in 1984.

The scope of work provides for replacing the standing seam metal roof and providing the proper roof slope. A cool roof will be requested. Documentation will be required if this is not feasible.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 039-150-165

Department of Agriculture

Repair Administration Building Interior Water Damage & Remediate Mold

Illinois State Fairgrounds - Springfield

CDB PROJECT MANAGER: Gary Kitchen

APPROPRIATED AMOUNT: \$767,000

ESTIMATED TOTAL PROJECT COST: \$767,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Administration Building (O0106) is a 149,000 square foot, two-story building constructed in 1978.

The scope of work provides for removing and replacing all water-damaged building components. A Microbiological Observations and Sampling Report, which identified the presence of mold, is available as a source document and will be considered as a design resource for the remediation for this project. While the presence of asbestos-containing materials has not been confirmed for work included in this project, it is assumed that some asbestos abatement may be required.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 040-010-097

Department of Veterans' Affairs

Plan and Begin Renovation - Kent, Schapers B, Elmore Buildings

Quincy Veterans' Home - Adams County

CDB PROJECT MANAGER: Bill Spainhour

APPROPRIATED AMOUNT: \$1,056,000

ESTIMATED TOTAL PROJECT COST: To be Determined

INTERVIEW LEVEL

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000 Initial

PROJECT FEE CLASSIFICATION: Group II R

The Kent Infirmary #91 Building (W0650) is a 58,850 square foot, three-story building constructed in 1972. The Schapers B. Hospital #93 Building (W0644) is a 35,716 square foot, one-story building constructed in 1963. The Elmore Infirmary #94 Building (W0646) is a 34,126 square foot, two-story building constructed in 1963.

The scope of work provides for an evaluation and analysis of three buildings at the Illinois Veteran's Home - Quincy campus, resulting in recommendations for renovation and reuse of the buildings. Evaluation of the buildings will include but not be limited to the following:

- Building envelope.
- Accessibility of all areas (rooms, bathrooms, building levels, building access).
- Physical requirements for delivery of skilled care, electrical systems, plumbing, heating, ventilating and air conditioning, telecommunications, and security systems.
- Compliance with life safety and green building requirements as well as the phasing of the design and construction must also be evaluated.

The renovation of the buildings will provide appropriate facilities to provide skilled care for Illinois veterans, which may include accommodations for Alzheimer's care. All renovations must be in compliance with applicable requirements of the United States Department of Veterans' Affairs (USDVA) and the Illinois Department of Public Health (IDPH). Familiarity with current requirements of the USDVA and IDPH is required for firms submitting for this project.

The interviews for this project will be scheduled on March 23, 2010.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 102-249-072
Department of Natural Resources
Replace Roofing Systems
Starved Rock State Park & Lodge - LaSalle County

CDB PROJECT MANAGER: John Price

APPROPRIATED AMOUNT: \$500,000
ESTIMATED TOTAL PROJECT COST: \$500,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Starved Rock Lodge is an 80,000 square foot, three-story building constructed in 1935.

The scope of work provides for replacing approximately 30,000 square feet of roofing material on the lodge and one of the lodge's wings. A cool roof will be requested. Documentation will be required if this is not feasible.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 102-777-014
Department of Natural Resources
Replace Roofing Systems
Wayne Fitzgerald State Park - Jefferson County

CDB PROJECT MANAGER: Ross Zeidler

APPROPRIATED AMOUNT: \$262,004
ESTIMATED TOTAL PROJECT COST: \$262,004

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Wayne Fitzgerald State Park is a 45,817 square foot, 80-building facility constructed in 1975.

The scope of work provides for removing and replacing approximately 11,000 square feet of roofing on four buildings. A cool roof will be requested. Documentation will be required if this is not feasible.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 250-285-004
Department of Central Management Services
Replace Roofing Systems
Collinsville Regional Office Complex

CDB PROJECT MANAGER: Larry Pettis

APPROPRIATED AMOUNT: \$1,980,000
ARRA ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT: \$1,370,000
ESTIMATED TOTAL PROJECT COST: \$3,350,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$750,000

PROJECT FEE CLASSIFICATION: Group II R

The Collinsville Regional Office Complex is a 143,455 square foot, two-story facility constructed in 1986.

The scope of work provides for removing and replacing approximately 105,000 square feet of the roofing systems from six buildings. A cool roof will be requested. Documentation will be required if this is not feasible.

An additional component of this project will be funded with ARRA Energy Efficiency and Conservation Block Grant Funds (EECBG). The scope is provided below and this component of the project will include ARRA reporting requirements. Services may also include completing an application for the Energy Efficiency Portfolio Rebate Program through the Department of Commerce and Economic Opportunity.

The EECBG scope of work provides for replacing the existing chiller with a unit of greater capacity and replacing all the light fixtures in the building. The work also includes replacing two air handling units, two return fans, chilled water piping, pumps, controls and providing all necessary general and electrical work in support of the mechanical work. In addition, the work includes cleaning and re-insulating various sections of ductwork. The work also includes removing the lead on the Firing Range.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 321-125-051
Department of Human Services
Replace Roofs - Kennedy and Administration
McFarland Mental Health Center - Springfield

CDB PROJECT MANAGER: Gary Kitchen

APPROPRIATED AMOUNT: \$2,226,000
ARRA ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT: \$250,000
ESTIMATED TOTAL PROJECT COST: \$2,476,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: Group III R

The Administration Building - A (BV001) is a 103,740 square foot, three-story building constructed in 1967. The John Kennedy Hall - D (BV002) is a 16,865 square foot building constructed in 1967.

The scope of work provides for removing approximately 120,000 square feet of existing ballasted EPDM on two buildings and replacing it with insulation, roofing membrane, metal coping and all attendant accessories. A cool roof will be requested. Documentation will be required if this is not feasible.

An additional component of this project will be funded with ARRA Energy Efficiency and Conservation Block Grant Funds (EECBG). The scope is provided below and this component of the project will include ARRA reporting requirements.

The EECBG scope of work provides for replacing the existing pneumatic control system with a DDC system to provide more efficient use of the mechanicals in the building and provides for replacing the existing inefficient burner with a new dual burner.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 321-155-011
Department of Human Services
Replace Roofing Systems
IL School for the Visually Impaired - Jacksonville

CDB PROJECT MANAGER: Rich Meyer

APPROPRIATED AMOUNT: \$392,832
ESTIMATED TOTAL PROJECT COST: \$392,832

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Jacksonville Illinois School for the Visually Impaired is a 305,705 square foot, 26 building facility constructed in 1882.

The scope of work provides for replacing approximately 8,500 square feet of roofing on Unit 18 and repairing or replacing the roofs on Main, Laundry/Dietary and the Maintenance Shop. A cool roof will be requested. Documentation will be required if this is not feasible.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 321-160-022
Department of Human Services
Replace Administration Building Roof and Renovate Dorm Restrooms
Illinois School for the Deaf - Jacksonville

CDB PROJECT MANAGER: Rich Meyer

APPROPRIATED AMOUNT: \$3,776,000
ESTIMATED TOTAL PROJECT COST: \$3,776,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$1,000,000

PROJECT FEE CLASSIFICATION: Group II R

The Administration Building (V0204) is a 57,978 square foot, five-story building constructed in 1845. Officer Hall #11 (V0206) is a 56,190 square foot, two story building constructed in 1935. Horner Hall #12 (V0207) is a 56,190 square foot, two-story building constructed in 1936. Wait Hall #6 (V0208) is a 56,190 square foot, two-story building constructed in 1940.

The scope of work provides for replacing approximately 16,426 square feet of shingle roof including gutter liner, flashings and accessories, including restoring the cupola windows and siding. A cool roof will be requested. Documentation will be required if this is not feasible.

The scope also provides for remodeling 24 bathrooms in three dorms including bringing the bathrooms into compliance with Illinois Accessibility Code. The work also includes upgrading the domestic hot water recirculation systems and replacing the bathroom exhaust systems. This project includes funding for the abatement of asbestos-containing materials. The Illinois Historic Preservation Agency should be consulted during every phase of this project.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 738-020-040
Office of the Attorney General
Replace Roofing System
Attorney General - Springfield

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: \$378,000
ESTIMATED TOTAL PROJECT COST: \$378,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Attorney General Building (L0100) is a 60,500 square foot, four-story building constructed in 1968.

The scope of work provides for removing and replacing approximately 15,000 square feet of roofing, all flashings, and all attendant accessories. A cool roof will be requested. Documentation will be required if this is not feasible.

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CDB PROJECT NO. 750-010-006
Office of the Secretary of State
Replace Roofing Systems
Michael J. Howlett Building - Springfield

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: \$662,000
ESTIMATED TOTAL PROJECT COST: \$662,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Michael J. Howlett Building (M0102) is a 450,000 square foot, eight-story building constructed in 1929.

The scope of work provides for removing and replacing approximately 38,000 square feet of roofing. Fully adhered white PVC is preferred. Asbestos abatement may be required.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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